

Date: January 31, 2007

From: Jeff Sturm, Director, Developmental Disabilities Program

To: DDP Waiver Providers

Subject: Transportation Reimbursement Policy

Effective February 1, 2007, client trips of 20 miles or under for medical purposes do not require prior authorization.

After discussions with DD Providers, we met with John Chappuis and Mary Dalton from State Plan Medicaid and worked out a solution to the problem providers were experiencing in having to get a prior authorization for very short trips for medical purposes.

As noted in the attached policy, the solution is that the trips of 20 miles or under (one way) do not have to be prior authorized and, in order to be reimbursed for that travel, providers will report the information on the *DD Waiver Providers – Transportation Log* sheet attached. The log must be sent or faxed to the Foundation within 10 days after the end of the month.

All other provisions of medical transportation apply. Checks will not be cut for under \$5.00 for a calendar month.

This memo is being emailed so that providers have the information before February 1, but will also be sent hard copy.

Please see the attached documents. If there are any questions regarding this policy, please direct them to either Mary Hooks, Transportation Center Supervisor, at 457-5860 or to DDP at 444-2995.

Enclosures: DD Waiver Providers – Transportation Reimbursement Policy
DD Waiver Providers – Transportation Log